



<b>Job Title</b>	<b>Marshal</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PAR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>4</b>	<b>Job Code</b>	<b>14405</b>

### Class Specification - Marshal

#### Summary Statement:

The purpose of this position is to provide staff and building security for the Municipal Courthouse. This is accomplished by coordinating and maintaining video for security within CJC inmates that have Municipal Court hearings; transporting inmates within CJC; completing the booking process within the confines of CJC or Spring Creek, if a juvenile; ensuring all court paperwork is completed on all inmates prior to returning them to their ward; verifying and picking up any warrants at the Police Operations Center that are identified for the Municipal Courthouse; researching all subpoenas and warrants prior to service utilizing NICIC/CCIC, LERMS, MFR, Utilities etc. Other duties include assisting patrol with traffic control, traffic accidents, writing personal recognizance bonds, and covering patrol, if necessary; answering any calls that dispatch requests of the Marshals; and assisting patrol officers.

<b>Essential Functions</b>	Note: Regular and predictable attendance in the performance of this job is an essential function.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
25%	Performs Municipal Courthouse safety and security by responding to panic alarms or disturbances; responds to disturbances outside of the buildings, but still on courthouse property; responds to traffic accidents outside the courthouse and assisting until CSPD patrol arrives; and responds to the needs of the judicial staff.
20%	Provides Municipal Courthouse subpoena services by logging into JIS to locate subpoenas assigned to the appropriate division; determines manpower needed to serve the subpoena; and returns subpoena paperwork back to the courthouse and disseminates.
15%	Performs Municipal Courthouse transports by moving prisoners between the courthouse and CJC and/or the Spring Creek facilities; transfers paperwork to deputies; transports inmates to appropriate division holding cells; and notifies court security Marshals via police radio of transports arrival.
15%	Performs duties at the Criminal Justice Center video court by organizing manpower needs and scheduling Marshals to pick up intimates; listens to the proceedings of each inmate to ensure that required paperwork is received; requests assistance when a medical issue arises in court; and returns inmates to their wards.



<b>Job Title</b>	<b>Marshal</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PAR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>4</b>	<b>Job Code</b>	<b>14405</b>

15%	Performs Municipal Courthouse warrants services by logging onto JIS and printing the warrant report for the appropriate division weekly; completes research on each defendant utilizing JIS, criminal history, CCIC/NCIC, utilities, and CJIS.
10%	Performs duties at the Municipal Office by signing into the camera and door security system; completes any rewrites that come in to the Marshals office from the courtrooms; and monitors all fire alarms.

### **Competencies Required:**

**Human Collaboration Skills:** Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

**Reading: Basic** - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

**Math: Basic** - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

**Writing: Intermediate** - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

### **Technical Skills Required:**

**Skilled in a Technical Field:** Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Equivalent to the completion of the twelfth grade (high school diploma or GED).

**Experience:** Three years of full-time general work experience in law enforcement, preferably in a court or jail environment.



<b>Job Title</b>	<b>Marshal</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PAR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>4</b>	<b>Job Code</b>	<b>14405</b>

<b>Certifications and Licenses:</b> Must possess or be able to acquire the following certifications and/or licenses.	
POST(Peace Officer Standards Training)	Within 3 months of start date
CPR	Within 3 months of start date
NCIC/ CCIC	Within 3 months of start date
Police Training Officer (PTO) Certification	Within 4 months of start date
Certifications required in accordance with standards established by departmental policy.	

<b>Supervision Exercised:</b>
Job has no responsibility for the direction or supervision of others.
<b>Supervision Received:</b>
Receives Direction: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

<b>Fiscal Responsibility:</b>
Has no budgetary/fiscal responsibility.

<b>Physical Demands:</b>
Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly walking or standing to a significant degree.

<b>Environmental Conditions:</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Several times per month
Wetness and Humidity	Several times per month
Respiratory Hazards	Seasonally
Noise and Vibrations	Seasonally
Physical Hazards	Several times per month
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Frequently

<b>Machines, Tools, Equipment, and Work Aids:</b> Duty belt, firearm, OC spray, handcuffs, Nextel police radio, flashlight, riot gear, laptop, cruiser with cage, badge, id cards, ammunition/magazine holders, reflective vests, CPR masks, digital camera, CSPD uniform, and laptop computer.
---



<b>Job Title</b>	<b>Marshal</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PAR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>4</b>	<b>Job Code</b>	<b>14405</b>

**Specialized Computer Equipment and Software:** Microsoft Office, LERMS, MFR, JIS, and utilities database.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original date: July 2014